

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

19 December 1986

STAT

MEMORANDUM FOR:

VIA:

Career Management Officer

STAT

FROM:

Director of Training and Education

SUBJECT:

Change of Career Service

1. Congratulations, Kathleen! OTE's Senior Personnel Board recommended and I am pleased to approve your request for transfer into the MT Career Service. I am confident that your new career service will provide you with many rewarding and challenging opportunities.

2. You are already off to a good start. Your recent certification as an instructor is indicative of your competency in the classroom. I encourage you to continue to enhance your skills as an instructor and to broaden your understanding of the information systems discipline. Over time, we will expect you, and will provide you with opportunities to acquire more generalized competencies as a versatile trainer.

3. Welcome to the MT Career Service. We are pleased to have you with us.

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